



# Instructions for Completing the Commercial Applicator Pesticide Use Summary Report

Use these instructions to complete the *Commercial Applicator Pesticide Use Summary Report (DEP-PEST-REP-006)*. These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this report. Remember, it is your responsibility to comply with all applicable laws.

## Introduction

In accordance with Section 22a-58(d) of the Connecticut General Statutes (CGS), commercial pesticide applicators are required to maintain records with respect to their use of pesticides and the supervision of pesticide use. Such records shall be maintained for not less than five (5) years after the date of pesticide application. A summary of information that must be maintained and submitted to the Department of Environmental Protection (DEP) is included in the *Commercial Applicator Pesticide Use Summary Report (DEP-PEST-REP-006)*. This report must be completed and submitted on or before January 31 for the preceding calendar year (January 1 - December 31).

DEP may refuse to renew certification of a commercial applicator for failure to submit a completed *Commercial Applicator Pesticide Use Summary Report*.

For further information, please contact the Pesticide Management Program at 860-424-3369.

## Part I: Pesticide Supervisor Information

If more than one certified supervisor is employed by a company, a separate summary report should be completed for each supervisor. If one supervisor is responsible for more than one company, he or she must submit pesticide use summaries for each company.

1. Provide the name, home address and telephone number of the certified supervisor. Also include the supervisory certification number and arborist certification number.
2. Provide the name, mailing address and telephone number of the business associated with the certified supervisor.

Note: Check the appropriate box if your address has changed since your last submittal.

## Part II: Reporting Period

1. Provide the year for which you are submitting the summary report in the space provided. Each certified supervisor must submit a summary of his or her commercial use of pesticides and a list of certified applicators working under the supervisor to the DEP by January 31<sup>st</sup> for the preceding calendar year (January 1 - December 31).
2. **If no pesticides were applied during the reporting year by the supervisor or anyone working under the supervisor, please check the box. Then complete and submit the remaining parts of the report except Part IV: Commercial Pesticide Usage.**

Note: please provide the name and certification number of the supervisor and the reporting year in the space provided.

### **Part III: Certified Applicator's Information**

Each applicator who worked for the supervisor during the year must be listed in this part. The names and certification numbers of the applicators should be listed in the spaces provided on the report form.

### **Part IV: Commercial Pesticide Usage**

The summary of the total amount of each pesticide product used for the calendar year should be listed in this part. Each pesticide should be identified by the following:

- The specific common or trade name of the pesticide used (i.e., Talstar, Sevin 50WP, etc.);
- The EPA registration number of the pesticide. This information is printed on the product label and should be recorded at the time of use; and
- The total amount of pesticide used should be reported in gallons or pounds. Check the appropriate box to indicate gallons or pounds. Aerosol products should be reported in pounds. This can be determined by multiplying the number of cans used by the net weight of the product as listed on the container. You do not need to calculate the active ingredient, indicate the gallons or pounds used before mixing with diluents.

The summary of pesticide used should cover the period from January 1 through December 31 of the calendar year preceding the report submittal.

### **Part V: Certification of Accuracy**

After the summary report has been completed it must be reviewed and signed by the certified supervisor. By his or her signature, they certify that to the best of their knowledge and belief, the information contained in the report is true, accurate and complete.

The summary report will be considered insufficient unless the required signature is provided.